2022 Professional Standards Application Site Visit Checklist

Completed onsite by Professional Standards Consultant

Administration

- ☐ **Standard #1-** Observe agency facilities to ensure that inclusions are noticeable (e.g. signage, pictures, materials).
- ☐ **Standard #2-** Documentation that training requirements have been met for the most recently hired staff and the most recent volunteers.
- ☐ **Standard #2-** Training log for one staff member who has been at the agency for at least a year.
- ☐ **Standard #2-** Training log for one volunteer who has been at the agency for at least a year.
- ☐ **Standard #2-** Show an example of training materials that defines sexual violence and domestic violence.
- ☐ **Standard #2-** Show an example of training materials as they apply to community outreach.
- ☐ **Standard #3-** Show recent audit and financial policies.
- ☐ **Standard #3-** Show personnel policies.
- ☐ **Standard #3-** Show job descriptions for all staff, intern, and volunteer positions.
- ☐ **Standard #3-** Show the agency's organizational chart.
- ☐ **Standard #3-** Show protocol for staff that includes instructions for responding to a medical emergency, a mental health emergency, and an emergency that threatens the safety of staff and/or the individuals being served by the staff.
- ☐ **Standard #3-** Show Board of Directors job descriptions *(non-profit agencies only)*.
- ☐ **Standard #3-** Show the written process for the selection of board members, including those who reflect the diversity of the communities they serve.
- ☐ **Standard #3-** Show the written plan for board training.
- ☐ **Standard #4-** Show where the state and federal regulations are posted.
- ☐ **Standard #6-** Show operational procedures on record security, maintenance, and access by individuals other than the client.
- ☐ **Standard #6-** Show the informed consent, written, and reasonably time-limited client release of information form.

Crisis Intervention

- ☐ **Standard #9-** Show data report of crisis intervention services provided.
- ☐ **Standard #10-** Show data report of accompaniment services provided.
- ☐ **Standard #11-** Show data report of emergency shelter requests AND services provided.

Advocacy

- ☐ **Standard #12-** Show data report of advocacy services provided.

☐ **Standard #13-** Show a current memorandum of understanding (MOU) with relevant community partner(s) (i.e., medical provider, justice system).

☐ **Standard #13-** Show a copy of a resource and/or referral list. Has it been updated in the last 12 months? Does it include at least one service provider in each of the following categories: legal services, culturally specific services, and other sexual/domestic violence services?

Community Engagement

☐ **Standards #15 & #17-** Show data report of community engagement activities.

☐ **Standard #16-** Show data report of prevention programming.